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OTK 35

General Services Office  
Records Services Division  
Machine Records Branch

1. OTHER PROGRAMS

a. Executive Management Training

- (1) Program - Selected course sponsored by I.B.M. Corporation for the training of supervisory personnel such as Division and Branch Chiefs and their assistants in the principles of electric accounting machines, and the application of EAM methods and techniques by management for the solution of control problems. Estimated cost to government is \$150.00 for Fy 1954 and \$100.00 for Fy 1955.\*
- (2) Training Objective - To enable supervisory personnel to broaden their knowledge on the capabilities of EAM equipment and thereby facilitate planning and implementation of broad programs entailing statistical and accounting requirements.

b. Customer Administrative, Accounting Management Program

- (1) Program - Special course sponsored by I.B.M. Corporation for the training of supervisors of organizational units in the technical phases of EAM operations. Estimated cost to government is \$300.00 for Fy 1954 and \$200.00 for Fy 1955.\*
- (2) Training Objective - To provide technical competence in the use of EAM equipment and technical application of procedures.

c. General Operator Training Program

- (1) Program - Specialized training in the operation of various kinds of EAM equipment such as, card punching, sorting and tabulating. Course furnished by I.B.M. Corporation without cost to government save personnel hours only.
- (2) Training Objective - To provide technical competence in the operation of EAM equipment.

\* Amounts reflected comprise approximate cost of travel expenses.

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Machine Records Branch (Continued)

d. Basic and Advanced Wiring Program

- (1) Program - Specialized training in the wiring of certain types of EAM equipment. Course furnished by I.B.I. Corporation without cost to government save personnel hours only.
- (2) Training Objective - To provide technical competence in the wiring of EAM equipment.

e. Administrative Procedure

- (1) Course for persons who have desire and qualifications to become supervisors or administrative assistants or who are now serving in such capacity in a small organizational unit. Deals with the aspects of the day to day assignments for which these persons ordinarily are responsible, such as preparation of budget data for small organizational units; the proper establishment of authority and responsibility and organization structure; fundamentals of personnel administration; essential requirements for good supervision. The second part of this course deals with the introduction to administrative planning, administrative procedures and management generally at the lowest organization level, including work reporting and work measurements, work processes and work control reports; relation of these studies to the budgetary and personnel needs of the unit; and the theory of staff versus operating jurisdiction over administrative planning.
- (2) Training Objective - To develop competence in supervision and administrative planning of operational routines. Comparable to course Number 4-108, Department of Agriculture Graduate School.

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